

City of Madison, Alabama

Request for Information Form

The information requested may not be on file within the City Clerk-Treasurer Department. If so, your request will be forwarded to the appropriate department for their action. All information will be forwarded to you as soon as possible. Also, there will be a charge for copies and a research fee may also apply. Please refer to fee schedule, attached.

Section 1: Requestor Information:

Name: _____

Date: _____ Phone No.: _____ Information to be: mailed ☐ picked up: ☐

Deadline information is needed (if any): _____

Mailing address (if information is to be mailed): _____

Specific information requested: _____

Specific reason for request: _____

Signature: _____ Date: _____

Section 2: City Clerk-Treasurer Department:

Information request received by: _____

Request forwarded to appropriate department: _____

Signature of receiving department: _____ Date: _____

Section 3: Receiving Department:

Information returned to City Clerk-Treasurer Department by: _____

Signature of City Clerk-Treasurer Employee receiving information: _____

Section 4: Receipt of Information by Requestor:

Date: _____ Notification to requestor: _____

Signature of Requestor of information: _____ Date: _____

Signature of Employee delivering information: _____ Date: _____

City of Madison, Alabama

Fees for Photocopies and Services

| SERVICE | FEE |
|--|--|
| General Services | |
| Notary Public | No charge |
| Miscellaneous Photocopies (B&W or Color) | |
| If less than 15 minutes to prepare | \$.25 per page |
| If 15 or more minutes to prepare | \$.25 per page plus rate of labor (billed in ¼ hour increments) |
| Large Format Copies/Prints (B&W) | |
| 11 x 17 | \$1.00 per sheet |
| 18 x 24 | \$2.00 per sheet |
| 24 x 36 | \$3.00 per sheet |
| 36 x 48 | \$5.00 per sheet |
| Large Format Copies/Prints (Color) | |
| 11 x 17 | \$2.00 per sheet |
| 18 x 24 | \$8.00 per sheet |
| 24 x 36 | \$20.00 per sheet |
| 36 x 48 | \$30.00 per sheet |
| Department-Specific Documents | |
| Engineering Department | |
| Construction Specs Manual | \$25.00 |
| Fire Department | |
| Run Reports | \$5.00 |
| Municipal Court | |
| <i>Pursuant to ARJA Rule 30, the following fees for copies of court records shall not be applicable to:</i> <ul style="list-style-type: none"> • the parties named in the case • attorneys representing the parties named in the case • victims named or otherwise identified in the case • any governmental agency (federal, state, county, or municipal) | |
| Court Records (1 to 20 pages) | \$5.00 |
| Court Records (each page over 20) | \$.50 |
| Court Records (Certified Copies) | \$5.00 per page |
| Planning Department | |
| Growth Plan | \$75.00 |
| Subdivision Regulations | \$10.00 |
| Zoning Ordinance (Book) | \$25.00 |
| Design Review Guidelines for Madison Station (B&W) | \$10.00 |
| Design Review Guidelines for Madison Station (Color) | \$25.00 |
| Police Department | |
| Accident Reports | Free to victims \$10.00 for non-victims |
| Arrest Reports | \$5.00 |
| Background Checks | \$10.00 |
| Calls for Service Reports | Free to victims \$5.00 for non-victims |
| Case Reports | \$.25 per page plus rate of labor (billed in ¼ hour increments) |
| Fingerprints | \$5.00 per card |
| Incident Reports | Free to victims \$5.00 for non-victims |
| Miscellaneous Reports | Free to victims \$.25 per page plus rate of labor (billed in ¼ hour increments) |
| Private Property Reports | Free to victims \$5.00 for non-victims |
| Reprints of Still Pictures | \$50.00 for an index of all photos \$5.00 per copy |
| Videotapes/DVDs | \$50.00 per recording |
| Revenue Department | |
| Business License Listing | \$1.00 per page |

The City of Madison has the right to reasonably charge for photocopies and various services. The following charges are effective March 1, 2012, per Ordinance No. 2012-42.